



TOM TINDALL  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

*"To enrich lives through effective and caring service"*

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November 1, 2012

To: Each Supervisor

From: Tom Tindall  
Director

A handwritten signature in cursive script that reads "Tom Tindall".

Subject: **TEMPORARY CHANGE OF OPERATING HOURS FOR VEHICLE  
SERVICES AT KENNETH HAHN HALL OF ADMINISTRATION  
AUTOMOTIVE GARAGE**

The ISD automotive services garage located at the Kenneth Hahn Hall of Administration will temporarily operate on a different schedule from Monday, November 19, 2012 through Wednesday, November 21, 2012. During this time period, the operating hours will be from 7:00 a.m. to 5:00 p.m.

ISD staff will be available during these hours to provide vehicle and maintenance services for Mall Serviced Vehicles, access to pool vehicles and paid personal car wash services. After hour assistance will also still be available during the temporary change in operating hours. To obtain after hour assistance, simply call the garage office phone at (213) 974-9465 and your call will be forwarded to staff cell phones.

The Mall Garage will return to regular operating hours of 6:00 a.m. to 8:00 p.m. on Monday, November 26, 2012.

Please feel free to contact me should you have any questions. Additionally, your staff may contact Marie Nunez at (323) 267-2492 or [mnunez@isd.lacounty.gov](mailto:mnunez@isd.lacounty.gov).

TT:MN:lc

c: ISD Board Deputies  
Executive Office of the Board  
Department Heads